

September 17 - 18, 2002

## STATE OF CALIFORNIA

## CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

## Base Year Modification Request Certification

## Part 2: Generation Study - Includes Extrapolation of Residential or Non-Residential Diversion Data

To request a substitution for a previously approved base-year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

**California Integrated Waste Management Board**  
**Office of Local Assistance**  
**1001 I Street, 9th Floor**  
**PO Box 4025**  
**Sacramento, CA 95812-4025**

## General Instructions:

Please select the **ONE** choice below that best explains your request to the Board.

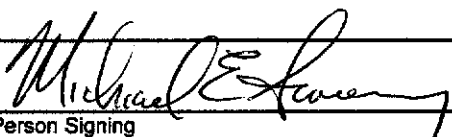
☐ 1. Use a recent generation-based study to calculate our current reporting-year generation amount, but not officially change our existing Board-approved base year.

☒ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative.

**Section I: Jurisdiction Information and Certification***All respondents must complete this section.*

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name <b>City of Ukiah</b>		County <b>Mendocino</b>	
Authorized Signature 		Title General Manager, MSWMA	
Type/Print Name of Person Signing Michael E. Sweeney		Date 1-Jun-01	Phone ( ) 707 468 9710
Person Completing This Form (please print or type) Michael E. Sweeney		Title General Manager, MSWMA	
Affiliation:	Mendocino Solid Waste Management Authority		
Mailing Address P.O. Box 123	City Ukiah	State CA	ZIP Code 95482
E-mail address sweeney@pacific.net			

**Section II: Information for New Generation-Based Study**

**Attach additional sheets if necessary— reference each response to the appropriate cell number (e.g., 4).**

*Note: New base years must be representative of a jurisdiction's disposal and diversion.*

<b>1. Current Board-approved existing base-year:</b>	<b>2. Proposed new generation-based study year:</b>
<b>1990-91</b>	<b>1997</b>

**3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:**

The proposed generation study year includes all 12 months. There were no unusual circumstances during this year.

**4. Enter your diversion rates below.**

<b>Diversion rate calculated using existing base year</b>	<b>a. 29 %</b>	<b>Diversion rate calculated using new generation-based study</b>	<b>b. 37 %</b>
<b>For existing base year pounds/person/day based on generation</b>	<b>6</b>	<b>For new generation based study pounds/person/day based on generation</b>	<b>5</b>
<b>Residential generation 54 %</b>	<b>Non-Residential generation 46 %</b>	<b>Residential generation 53 %</b>	<b>Non-Residential generation 47 %</b>
<b>Population existing generation-based study 14599</b>		<b>Population new generation-based study 14800</b>	

**5. If there is an increase between 4a and 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide examples, e.g. change in jurisdiction's demographics.**

Ukiah in 1997 had a comprehensive curbside recycling pickup and yard waste pickup, and a commercial recycling pickup program. There was drop-off recycling available at the landfill, and convenient buy-back recycling centers at two locations in the small city. The major supermarkets and some large businesses did direct recycling activity. The reported diversion rate is consistent with these programs.

**6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)**

Between 1990-91 and 1997, there was expansion and improvement in all phases of the city's recycling programs.

7. Disposal Tonnage: (enter values)		7471	6546	14017
		Residential	Non-Residential	Total

Please select the **ONE** choice below that best explains your disposal data and complete the required tables.

☒ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at <http://www.cwmb.ca.gov/igcentral/forms/rytmndrq.doc>)

☐ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at <http://www.cwmb.ca.gov/igcentral/forms/rytmndrq.doc>)

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. (Note: the Board expects the jurisdictions to be able to provide all back-up documentation, if requested.) Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes [i.e., agricultural wastes, inert solids (e.g. concrete, asphalt, dirt, etc.), white goods, and scrap metal], please identify those programs/waste types and fill out section 11. Note: Restricted waste material should not be extrapolated in non-residential waste audits. Please mark as attachment 8 all copies of survey forms.

\* Please provide detailed non-residential waste audit information in Section 9.

Note: The Board has indicated that it will be scrutinizing total source reduction amounts greater than 5% of total generation. Please be prepared to provide additional details substantiating your claim.

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation (A-B)/Total Generation	Specific material type(s)	Specific conversion factor used (if any) and source	Type of record and location of record
<b>Residential Activities:</b>							
<b>Source Reduction</b>							
Backyard composting		257	257	1.2%	yard waste, food waste	200 lb/cy yard; 360 lb/cy food	Questionnaires, MSWMA office
Grasscycling							
<b>Other residential source reduction (list each program separately)</b>							
Enter program name							
Enter program name							
Enter program name							
Enter program name							
Subtotal Res. Source Reduction	0	257	257	1.2%			
<b>Recycling</b>							
Curbside Recycling	660	N/A	660	3.0%	OCC, ONP, mixed paper, mixed plastic, glass, aluminum cans, tin cans	none	weight tags, hauler office
Buyback centers		N/A					
Drop-off centers	778	N/A	778	3.5%	OCC, mixed paper, ONP, HDPE, PETE, mixed plastics, glass, aluminum cans, tin cans	none	weight tags, recycling centers
<b>Other residential recycling (list each program separately)</b>							
Enter program name		N/A					

Division Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation	Specific material type(s)	Specific conversion factor used (if any) and Source	Type of record and location of record
Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwmmb.ca.gov/LGCentral/PARIS/Codes/Reduce.htm">http://www.ciwmmb.ca.gov/LGCentral/PARIS/Codes/Reduce.htm</a>							
Enter program name	(A)	(B)	(A+B)	(A+B)/Total Generation	(List programs with multiple materials together)		
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Subtotal Residential Recycling	1438		1438	8.4%			
Composting							
Green waste drop-off	563	N/A	563	2.5%	yard waste, wood waste	none	weight tags, hauler office
Curbside green waste	2208	N/A	2208	9.9%	yard waste	none	weight tags, hauler office
Christmas Tree program		N/A					
Other residential composting (list each program separately)							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Subtotal Residential Composting	2771		2771	12.4%			
Subtotal Residential Diversion	4209	257	4466	20.0%			
Non-Residential Activities							
Source Reduction							
Non-residential Waste Audits*		195	195	0.9%			See Section 9
Other non-residential source reductions (list each program separately)							
Commercial grasscycling	1193	N/A	1193	5.3%	yard waste	7.623 tons/acre/yr, CIWMB	city and school district acreage data
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Subtotal Non-Residential Source Reduction	1193	195	1388	6.2%			
Recycling							
Non-residential Waste Audits*	516	22	538	2.4%			See Section 9
Other non-residential recycling (list each program separately)							
Commercial pickup	1332	N/A	1332	6.0%	OCC, ONP, office, HDPE, glass	none	weight tags, hauler office
Enter program name		N/A					
Enter program name		N/A					

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation (A+B)/Total Generation	Specific material type(s) (List programs with multiple materials together)	Specific conversion factor used (if any) and Source	Type of record and location of record
Please use the Board's program types. The program type category is online at: <a href="http://www.ciwmn.ca.gov/LGCentral/PARTS/Codes/Reduce.htm">http://www.ciwmn.ca.gov/LGCentral/PARTS/Codes/Reduce.htm</a>	(A)	(B)	(A+B)				
Enter program name		N/A					
Subtotal Non-Residential Recycling	1848	22	1870	8.4%			

**9. Specific Non-Residential Sector Waste Audits - Top 10 Non-Residential Generators**

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from the largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.  
(Form will perform all calculations).

Include attachment, marked attachment 9, which includes a summary of all the generators surveyed and all extrapolation calculations used to estimate the diversion rate:

- Include copies of survey form(s) used.
- Include for each generator (use type of generator in lieu of specific generator name, e.g. grocery store) each specific diversion activity and material type (e.g. cardboard recycling) and the associated tonnage for each diversion activity/material type, and applicable conversion factors/source.
- If using number of employees for your extrapolation method, include this information for each generator surveyed.
- Please order the non-residential generators, largest to smallest, based on total diversion tons.
- Also, summary should include the generators that were selected to be surveyed, but did not respond to the survey and the number of employees at each generator.
- As a comparison between disposal from the waste audits and DRS, the disposal for each generator must be included in the summary. Also, you should note if the disposal is being used for the extrapolation calculation. For each non-residential generator, the disposal must be broken out by cubic yard, and roll-off or compactor weights. If disposal was estimated for either disposal-based or employment-based extrapolation methods, please include conversion factor(s) for disposal and source for conversion factor(s). Please provide an explanation as to how the conversion factor(s) is (are) appropriate for your jurisdiction, e.g. study was conducted to determine average weights using hauler weight tickets, etc.

Type of Non-residential Generator	Audit Reference Number	Specific Diversion Activities include material type (e.g. paper recycling, greaserecycling). (List activities on one line)	Number of Employees	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Tons/Total Generation in Section 9)	Survey Method Phone (P), Mail (M), On-site (O), Other
supermarket	1	OCC recyc; film plastic recyc; food waste reuse	n/a	23	207		230	0.6%	m
supermarket	2	OCC recycle; film plastic recyle; food waste reuse	n/a	12	180		192	0.5%	m
drug store	3	OCC recycle; film plastic recyle; food waste reuse	n/a		52		52	0.1%	p
mail order company	4	paper reuse as packaging	n/a	43			43	0.1%	p,m
food bank	5	food reuse	n/a	37			37	0.1%	p
diaper service	6	diaper reuse	n/a	36			36	0.1%	p
charity kitchen	7	food reuse	n/a	26			26	0.1%	p
department store	8	OCC recycling	n/a		23		23	0.1%	p
office supply store	9	OCC recycling	n/a		18		18	0.0%	p
department store	10	OCC recycling	n/a		13		13	0.0%	p
<b>Totals</b>				<b>177</b>	<b>493</b>		<b>670</b>		

Summarize the non-residential diversion activities for the top 10 generators quantification methodology and applicable conversion factors and sources. (e.g. cardboard recycling: quantified by monthly tonnage receipts provided by the contact person at the business)

Generators provided actual tonnage data or a volume per week figure suitable for estimate. Source reduction volumes converted to weight using USEPA conversion factors.

11. For each restricted waste type [(i.e. agricultural waste, inert solids (e.g. concrete, asphalt, dirt, etc.), scrap metals and white goods (PRC Section 41781.2)] and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table:

(Note: program name refers to one specific diversion program for that waste type, for example diversion conducted by City Public Waste Dept.)

Restricted Waste Type	Specific Program name	Year started	Tonnage
Scrap Metal ▼	white goods and scrap metal	1990	112
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990, on a separate sheet, marked attachment 11b, provide the following documentation: (Note: If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 11b for that waste type and program. Instead

please provide date of Board approval of previous submitted information.) \_\_\_\_\_ (Date)

If documentation is not available, go to 11d.

▪ How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion [PRC Sec. 41781.2 (c) (1)].

▪ That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (Note: this criterion is applicable to the entire jurisdiction, not to individual programs [PRC Sec. 41781.2 (c) (2)]). Please include documentation.

▪ The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

c. If the diversion program started before January 1, 1990, and the documentation requested in 11b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New base year or reporting year diversion tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 11b is not available, please complete the table below for each program claimed. (Note: Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.)

Restricted Waste Type	Specific Program name	New base year or reporting year tonnage	1990 diversion tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				

## Attachment 10

### MSWMA Backyard Composting Survey

53 residents of the City of Ukiah were randomly contacted using the telephone directory. They were asked questions as set forth on the attached questionnaire

Out of the total sample, 10 respondents stated that they did some composting and 43 did not.

The 10 positive respondents diverted a total of 18 gallons per week of food waste, year around, and 180 gallons per week of yard waste, seasonally for six months only.

This translated to .83 tons/year of food waste and 2.3 tons/year of yard waste.

The California Department of Finance estimated that there were 5,913 households in the City of Ukiah on January 1, 1997. Therefore each amount was multiplied by the factor 5913/53 to project total backyard composting of all unincorporated area households, and the total backyard composting diversion for the unincorporated area was 256.6 tons yard waste and 92.6 tons food waste.



## CITY OF UKIAH ATTACHMENT 9

### DIVERSION BY COMMERCIAL GENERATORS NOT INCLUDED IN HAULER'S RECYCLING COLLECTIONS

Ref. No.	Source	Type bus.	Category	Materials	Method	Conversion factor	Quantity (tons)
1	Safeway	market	commercial	OCC, film plastic, food	recycle, SR	direct weigh	230
2	Albertson's	market	commercial	OCC, film plastic, food	recycle, SR	direct weigh	192
3	Rite-Aide	drug store	commercial	OCC	recycle	direct weigh	52
4	Real Goods	mail order	commercial	other paper	SR	direct weigh	43
5	Ukiah Food Bank	food bank	commercial	food	SR	direct weigh	36.5
6	Bottoms Up Diaper	diaper service	commercial	diapers	SR	.33 diaper/lb	36
7	Plowshares	community kitchen	commercial	food	SR	direct weigh	26
8	Mervyn's	dept store	commercial	OCC	recycle	direct weigh	23
9	Staples	office store	commercial	OCC	recycle	direct weigh	18
10	K-Mart	disct store	commercial	OCC	recycle	direct weigh	13
11	Earthenware Potters	pottery store	commercial	other plastics	SR	200 lb/cy	14.4
12	Ukiah Natural Foods	market	commercial	OCC, food	SR	360 lb/cy food, .14 lb/OCC bag	2.3
13	Maverick Enterprises	factory	commercial	other plastics	recycle	200 lb/cy	7
14	California Federal	bank	commercial	office paper	recycle	direct weigh	.42
15	Wells Fargo	bank	commercial	office paper	recycle	direct weigh	1
16	Tech Support	service	commercial	toner cart	recycle	direct weigh	.1
17	Pacific Coast Farm Credit	bank	commercial	office paper	recycle	direct weigh	.5
18	Washington Mutual	bank	commercial	office paper	recycle	350 lb/cy	.14
19	State Farm	insurance	commercial	office paper	recycle	350 lb/cy	.9
20	Main Street Wine	restaurant	commercial	food	SR	360 lb/cy	.23
21	Wildberger's	market	commercial	food	SR	360 lb/cy	.2
22	Bank of America	bank	commercial	office paper	recycle	350 lb/cy	1.3
23	Friedman Brothers	hardware st	commercial	film plastics	recycle	direct weigh	6.75
24	Westamerica Bank	bank	commercial	office paper	recycle	350 lb/cy	1.5
25	Bi-Lo Market	market	commercial	film plastic	recycle	direct weigh	8
26	Ukiah Library	library	commercial	other paper	SR	40lb/box	10.1
27	Oak Valley Nursery	nursery	commercial	other plastic	SR	5 lb/pot	.7
28	Ukiah Convalescent Hospital	hospital	commercial	office paper	recycle	350 lb/cy	.5
29	Valley View Nursing	hospital	commercial	office paper	recycle	350 lb/cy	.3
30	Pacific Bell	utility	commercial	OCC, office	recycle	direct weigh	2.4
31	Oak Manor School	school	commercial	food	SR	360 lb/cy	3.5
32	Ukiah Unified Schools	school dist	commercial	yard waste	SR grasscycl	7.623 t/a/yr	346.8
33	City of Ukiah	city	commercial	yard waste	SR grasscycl	7.623 t/a/yr	846.2